

✓ Note

If you hover over a cell that has both a change comment and a general comment, both are shown in the displayed tip.

Editing general comments

You can edit and format the text of a general comment, just as you do for any other text.

- 1) Right-click on the cell containing the comment marker and choose **Edit comment** in the context menu, or left-click on the cell and press *Ctrl+Alt+C*.
- 2) Calc shows the cell's comment. The cursor changes to the usual text-entry cursor, and the Formatting toolbar changes to show text attributes.
- 3) When editing is done, click outside the comment to deselect it.

Formatting general comments

You can change the background color, border style, transparency, and other attributes of a comment.

- 1) Right-click on the cell containing the comment marker, and choose **Show comment** in the context menu.
- 2) Click on the comment itself. The Formatting toolbar changes to show many of the comment formatting options. These are the same as the options for formatting graphics; see Chapter 5, *Using Graphics*, for more information.

You can also right-click on the comment to see a menu of choices, some of which lead to dialogs where you can fine-tune the formatting; these dialogs are also discussed in Chapter 5.

- 3) When done, click outside the comment to deselect it. To hide the comment again, right-click on the cell and choose **Hide Comment** in the context menu.

Finding general comments

The small comment markers in the corners of cells can be difficult to see, so Calc provides two other ways to find them: by showing all comments and by using the Navigator. To show all general comments, choose **View > Comments** on the Menu bar. To hide all comments, choose **View > Comments** again.

If any general comments are in the spreadsheet, the Navigator shows a symbol (usually a + or an arrow) next to the word *Comments*. Click on this symbol to display a list of comments. Double-click on a comment in the list to jump directly to the cell it is associated with.

✓ Note

View > Comments and the Navigator show general comments but not the comments associated with tracked changes.

Accepting or rejecting changes

When you receive a document with changes, you can step through each change and decide how to proceed. To begin this process:

- 1) Open the edited document.
- 2) Select **Edit > Track Changes > Manage** on the Menu bar. The Manage Changes dialog shown in Figure 420 appears.